



IT Computer Support Specialist

Yellowstone County Equal Opportunity Employer

*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*



Posting Date: December 1, 2022

Salary: \$20.22-\$23.79 *DOQ*

Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.

Department: Information Technology

Grade: E

FLSA: Non-Exempt

For Fast-Track processing, send resume through Indeed or apply online at

www.yellowstonecountymt.gov

Position is open until filled.

FUNCTION:

Provides a wide variety of computer and user support to ensure effective installation, maintenance and troubleshooting of computer hardware and software. The IT Computer Support Specialist has an overall understanding of computer hardware, peripherals, devices and software applications to independently install, maintain, and trouble-shoot hardware/software and resolve most client and PC problems. At this level, incumbents are developing an understanding of local-and wide-area networks and assist senior staff in the identification and resolution of network operating problems.

MINIMUM QUALIFICATIONS:

- Associate's degree in Computer Science or closely related field; **and**
- One (1) years' experience with evaluating and resolving computer, system and user problems including Compatibility conflicts, application operations, and hardware malfunctions; installing and maintaining Computer hardware, software; **or**
- Any equivalent combination of experience and training totaling three (3) years.

Job description available upon request from the Human Resource department.

TO APPLY:

Submit:

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at www.yellowstonecountymt.gov Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.